

memoQ 2015

Getting Started
for Translators



أساسيات برنامج MemoQ 2015

إعداد المترجم: محمد شلبي

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Basics of MemoQ 2015

By: Muhammad Shalabi

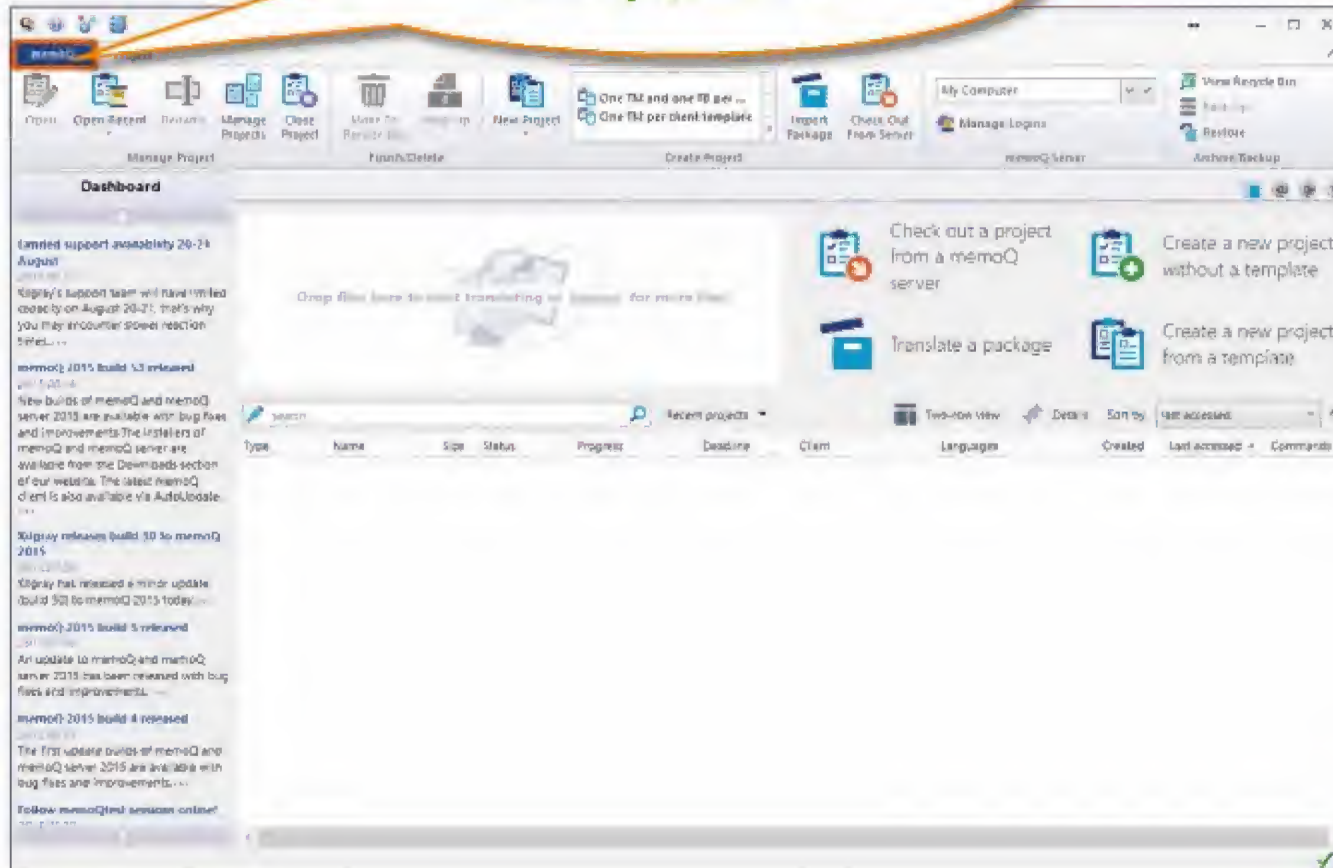
Setting up a memoQ project

قبل البدء بالترجمة في برنامج memoQ، تحتاج إلى إعداد مشروع جديد. حيث يلزمك إدخال المعلومات التالية:

- اسم المشروع، ويمكن فضله
- مسار المستند الذي ترغب بترجمته
- ذاكرة الترجمة التي ترغب باستخدامها
- قاعدة المصطلحات التي ترغب باستخدامها [إذا أردت]

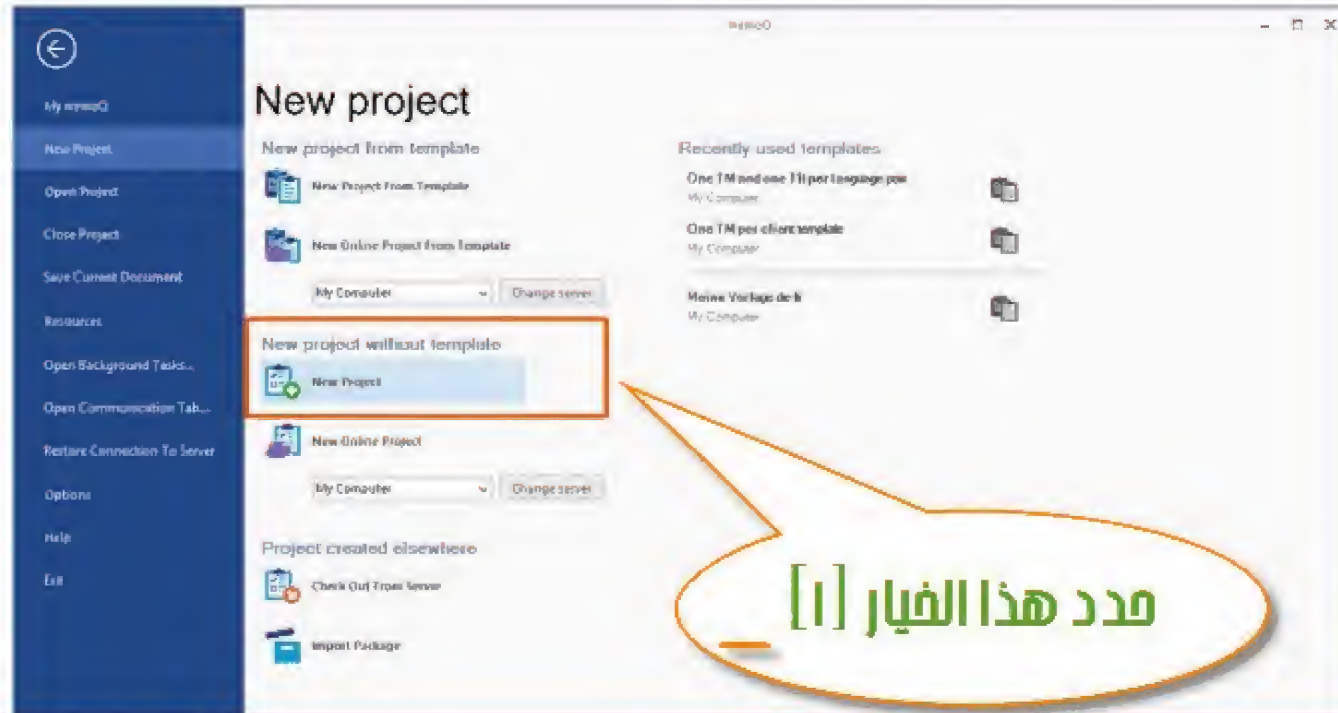
Ways to start the project wizard

لبدء مشروع جديد



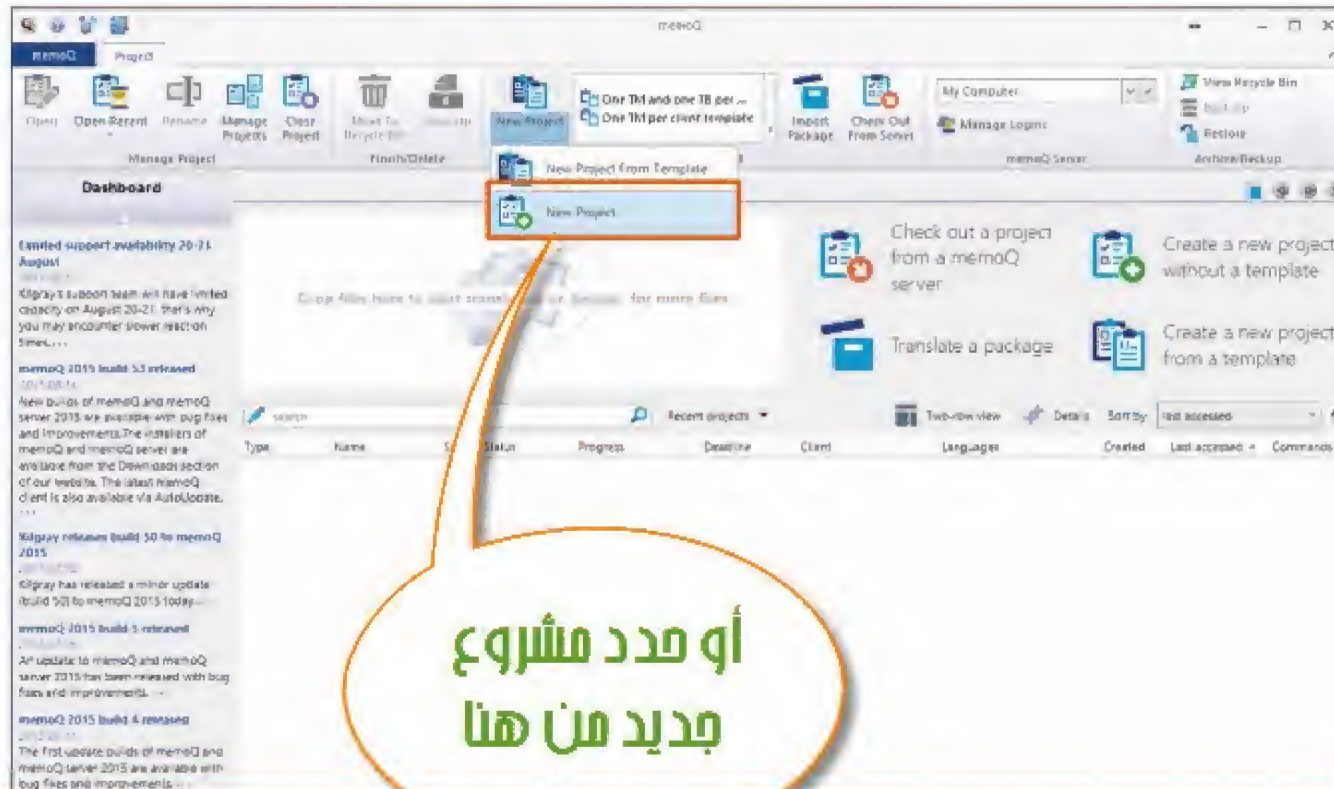
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Ways to start the project wizard



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Ways to start the project wizard



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Project settings

New memoQ project

Project information
Here you can specify the new project's properties: name, source and target language, etc.

Name Client A_project 123

Source language English (United States) **Target language** German (Germany)

Project 123 **Client** Client A

Domain training **Subject** ABC

Description

Project directory C:\memoQ\Projects\Client A_project 123

Created by my user name **Created at** Montag, 31. August 2015

Deadline 31.08.2015 09:54

☒ Record version history for translation documents

☐ Create Language Terminal entry for this project

☐ Connect to a content source

حدد اسم
المشروع
والثنائي
اللغوي الذي
ترغب به

Project settings

New memoQ project

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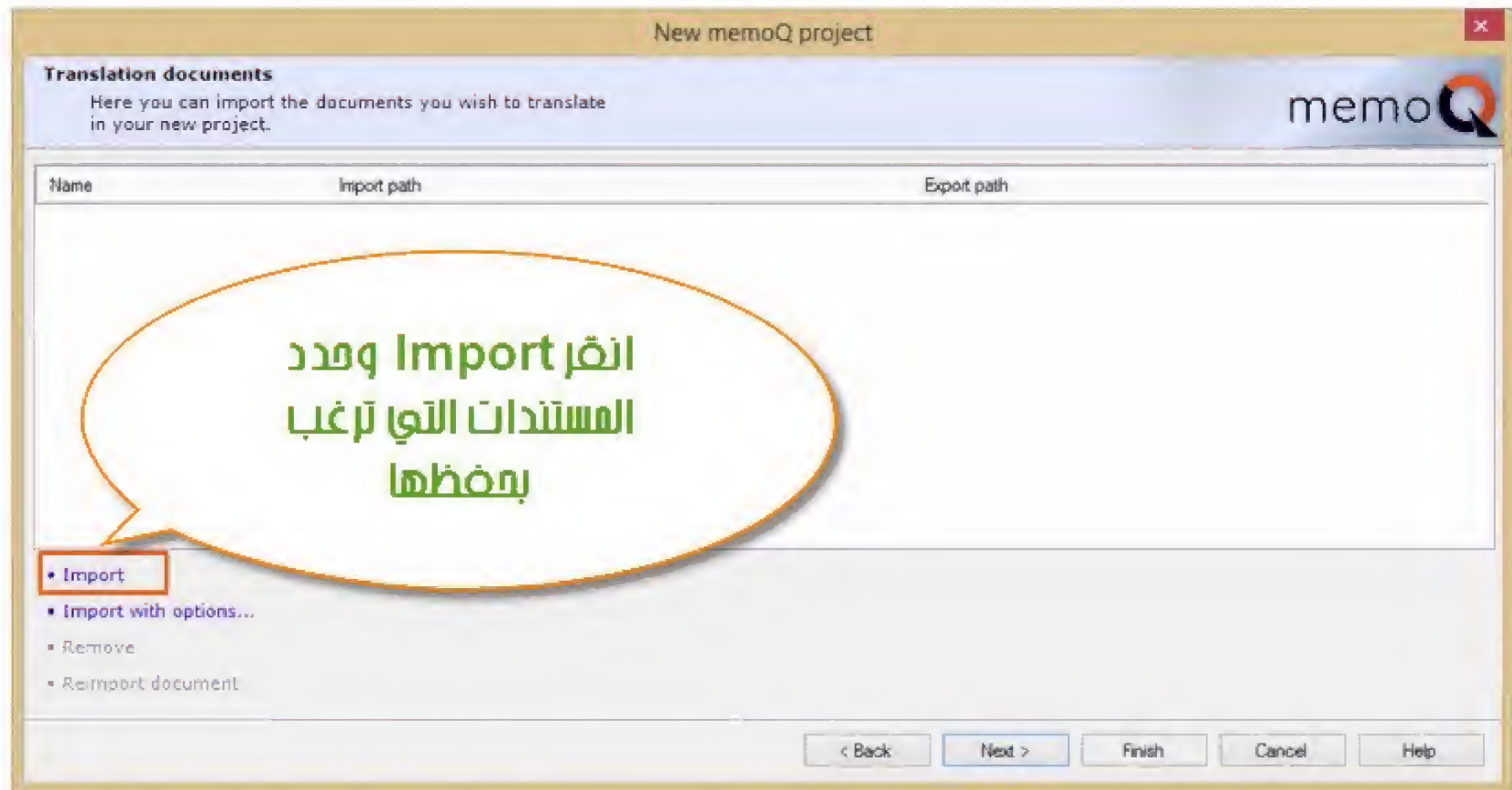
☒ Record version history for translation documents

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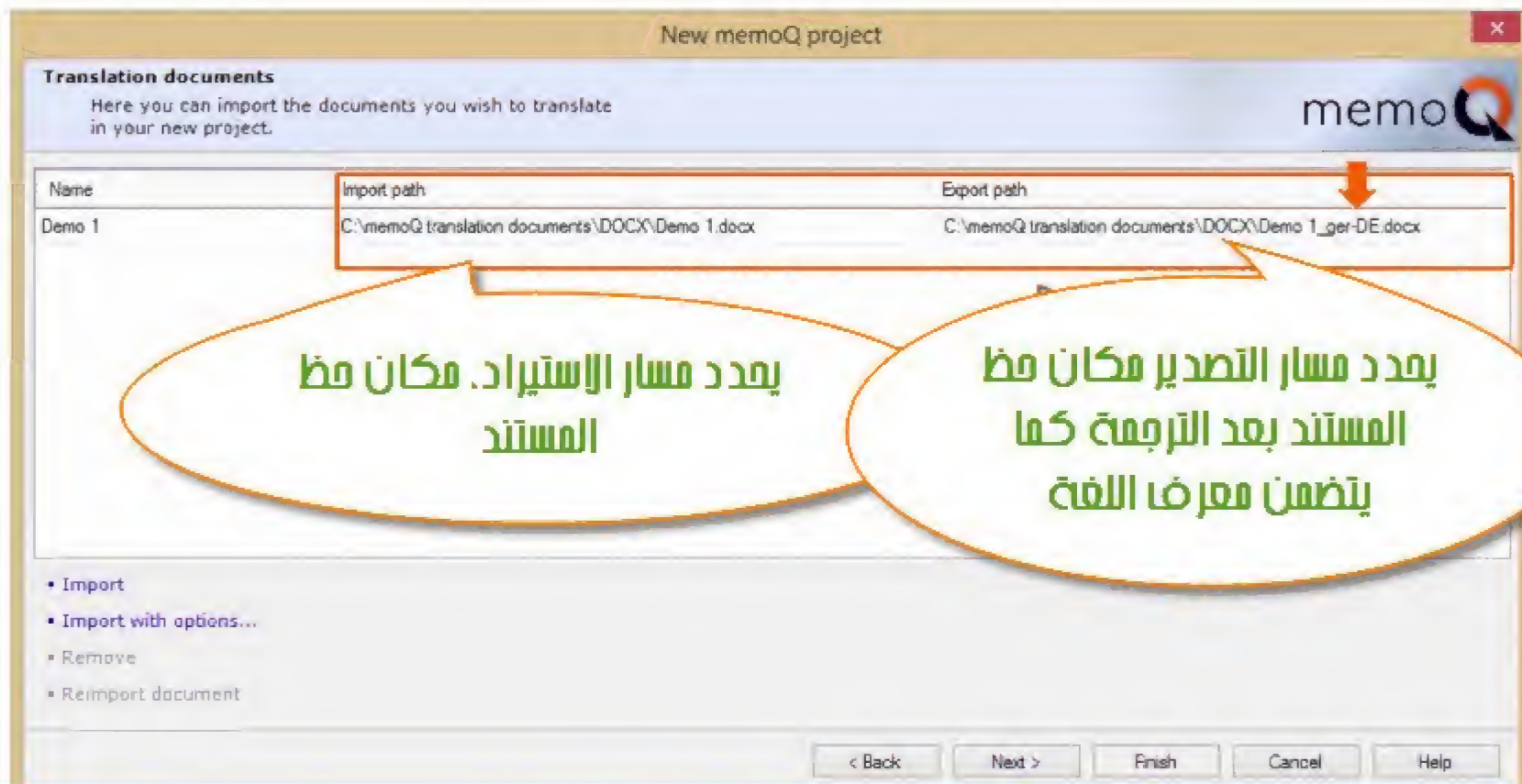
يمكنك
تغيير مسار
المشروع
واسم
المستخدم

Adding your documents for translation



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Adding your documents for translation



Adding/creating TMs

إضافة ذاكرة ترجمة موجودة
بالفعل أو إنشاء ذاكرة ترجمة
جديدة

New memoQ

Translation memories

Here you can add the translation memories you will use in the project, or create new ones.

Type	Name	Path / URL	Source	Target
------	------	------------	--------	--------

- Create/use new
- Properties

Set as working (primary)

Set as master

Use in project

Import from TMX/CSV

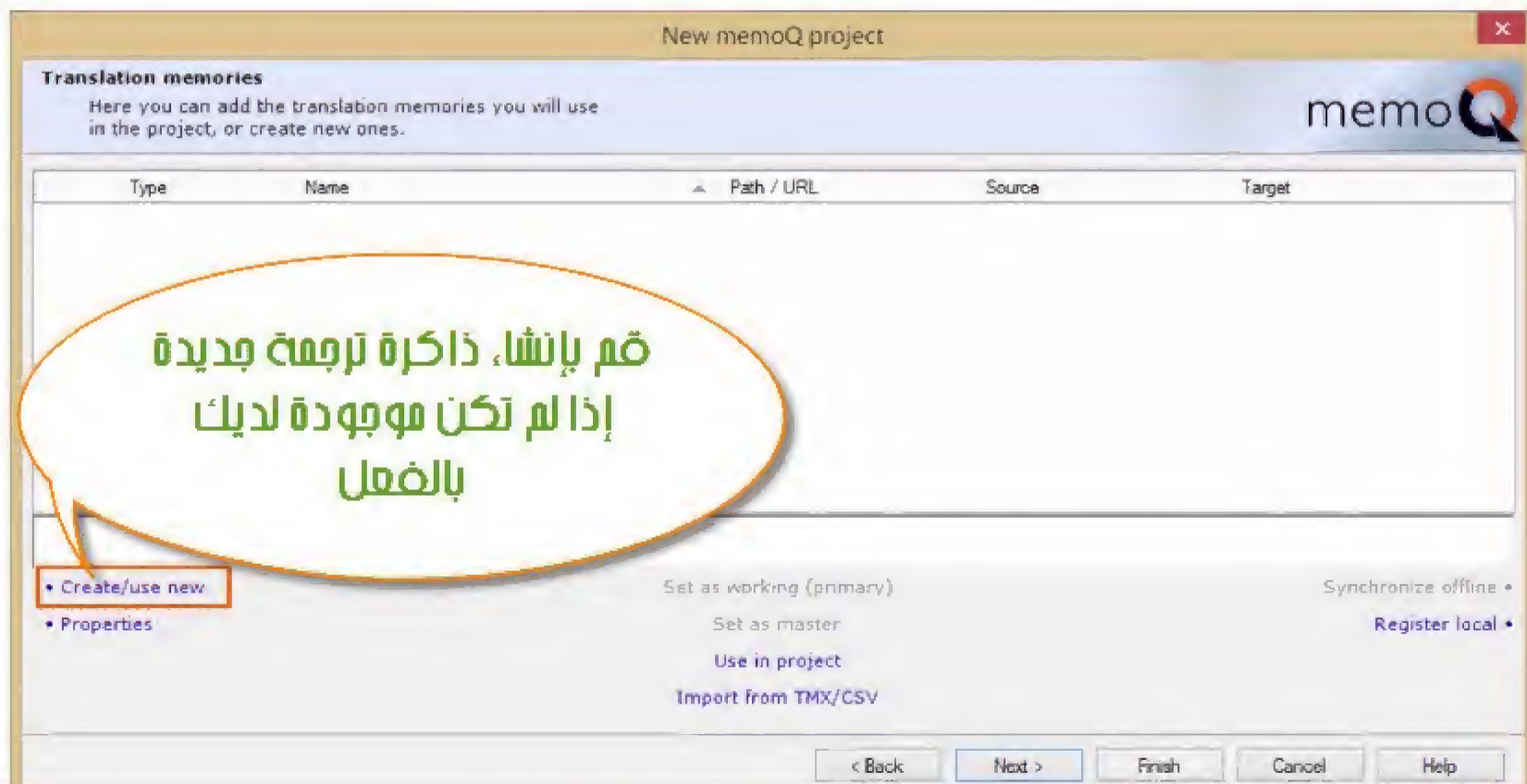
Synchronize offline *

Register local *

< Back Next > Finish Cancel Help

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Adding/creating TMs



Adding/creating TMs

أدخل اسم
الذاكرة. كما
يمكنك تغيير
مسار المفظ
ولست بحاجة
لتغيير أي من
الإعدادات
الأخرى

New translation memory

Location

Local resource on this computer

General Custom fields

Translation memory properties

Name Client A

Source language English (United States) Target language German (Germany)

Path C:\ProgramData\MemoQ\Translation Memories\Client A

☐ No context ☒ Simple context ☐ Double context

☐ Allow multiple translations ☒ Allow reverse lookup

☐ Read-only ☒ Store document name

More fuzzy hits

Choose whether you wish to optimize this TM for better recall or faster lookup

Faster lookup

Meta-information

Project 123 Client Client A

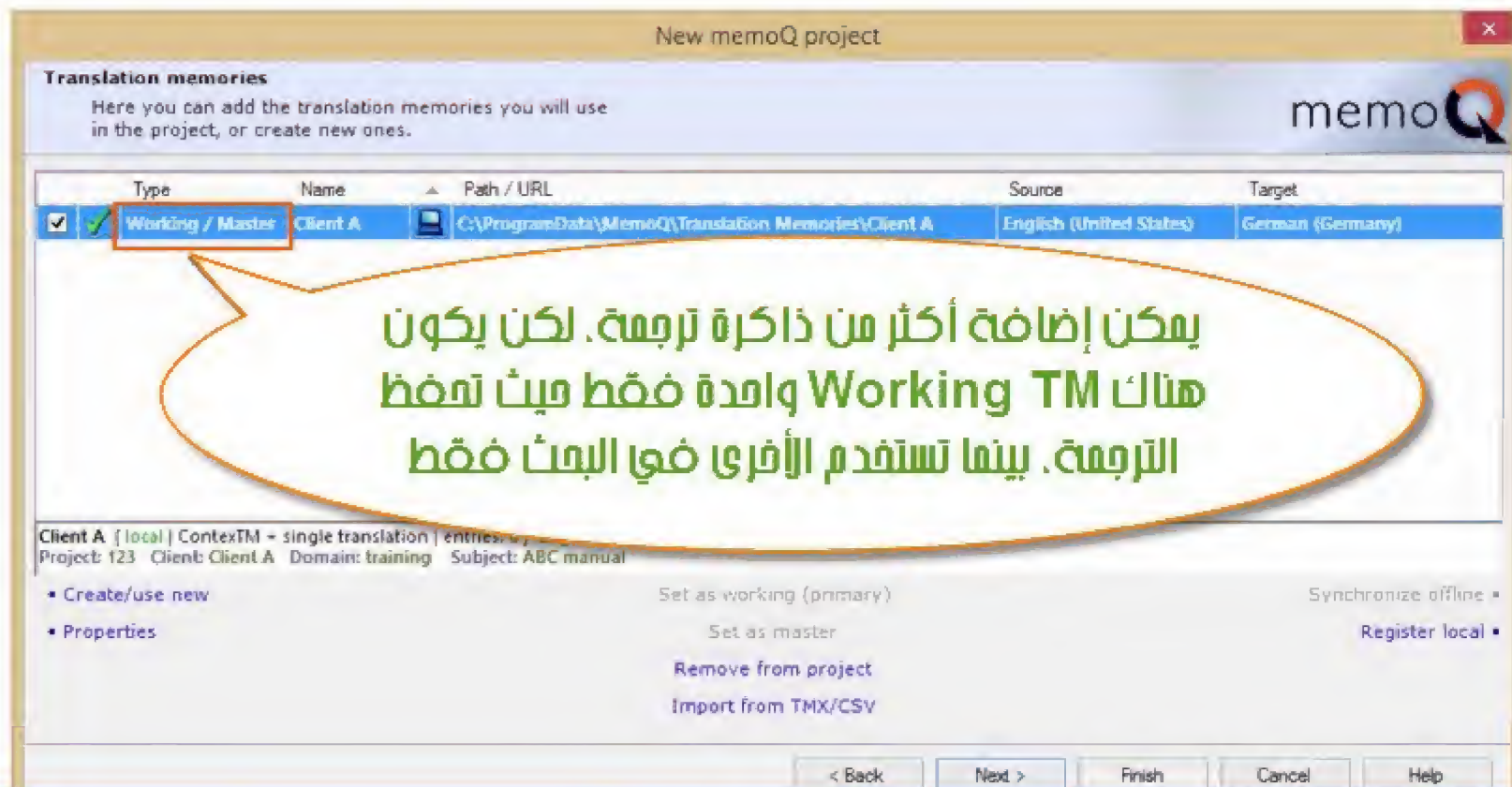
Domain training material Subject ABC manual

Description

Created by my user name

OK Cancel Help

Adding/creating TMs



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Adding/creating term bases

إضافة / إنشاء قاعدة مصطلحات

New...

Term bases
Here you can add the term bases you will use in the project, or create new ones.

memoQ

Ranking	Name	Path / URL	Languages
---------	------	------------	-----------

قم بإنشاء قاعدة مصطلحات term base جديدة إذا لم تكن لديك واحدة بالفعل

• Create/use new

• Properties

Set as target for new terms

Raise rank

Lower rank

Use in project

Import terminology

Synchronize offline

Register local

< Back Next > Finish Cancel Help

Adding/creating term bases

The screenshot shows the 'New term base' dialog box. It has several sections: 'Location' (Local resource on this computer), 'Term base properties' (Name, Path), 'Meta-information, behavior' (Project, Domain, Description, Author, Client, Subject, Moderated, Read-only, Use disclosure), and 'Languages'. The 'Name' field is highlighted with a red box and a callout bubble containing the text 'أدخل اسم قاعدة المصطلحات' (Enter the name of the term base). The 'Languages' list has 'English (United States)' selected with a checkmark, and a callout bubble next to it contains the text 'تفعيل لغات المشروع تلقائياً لقاعدة المصطلحات' (Automatically activate project languages for the term base). The 'Path' field shows 'C:\ProgramData\MemoQ\Term Bases\Client A'. The 'Project' field shows '123', 'Domain' shows 'training', 'Client' shows 'Client A', and 'Subject' shows 'ABC manual'. The 'Use disclosure' checkbox is checked. The 'OK', 'Cancel', and 'Help' buttons are at the bottom right.

New term base

Location
Local resource on this computer

Term base properties
Name: Client A
Path: C:\ProgramData\MemoQ\Term Bases\Client A

Meta-information, behavior
Project: 123
Domain: training
Description:
Author: my user name
Client: Client A
Subject: ABC manual
Moderated: ☐
Read-only: ☐
Use disclosure: ☒

Languages
☐ English (Trinidad and Tobago)
☐ English (United Kingdom)
☒ English (United States)
☐ English (Zimbabwe)
☐ Esperanto
☐ Estonian
☐ Farsi
☐ Fijian
☐ Filipino
☐ Finnish
☐ Flemish
☐ French
☐ French (Belgium)
☐ French (Canada)
☐ French (France)
☐ French (Luxembourg)

OK Cancel Help

أدخل اسم قاعدة المصطلحات

تفعيل لغات المشروع تلقائياً لقاعدة المصطلحات

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Adding/creating term bases

Term bases
Here you can add the term bases you will use in the project, or create new ones.

Ranking	Name	Path / URL	Languages
<input checked="" type="checkbox"/>	1	Client A	C:\ProgramData\MemoQ\Term Bases\Client ... English (United States), German (Germany)

Client A [details] English (United States), German (Germany)
Project: 123 Client: Client A Domain: training Subject: ABC manual

Set as target for new terms
Raise rank
Lower rank
Remove from proje
Import terminology

Synchronize offline •
Register local •

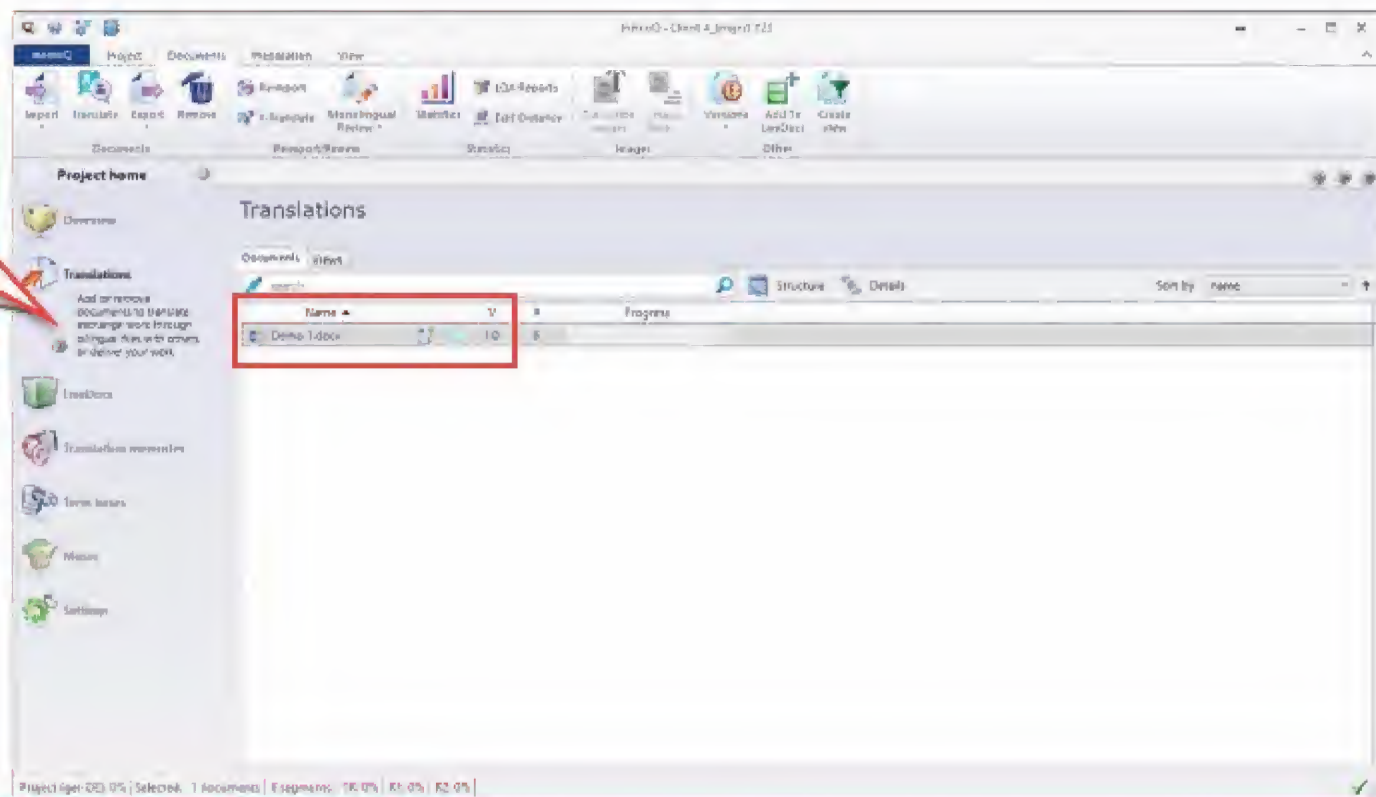
يمكن تفعيل أكثر من قاعدة مصطلحات

انقر Set as target for new terms لافتقار مكان حفظ المصطلحات الجديد

لتغيير الترتيب

Navigation within the project

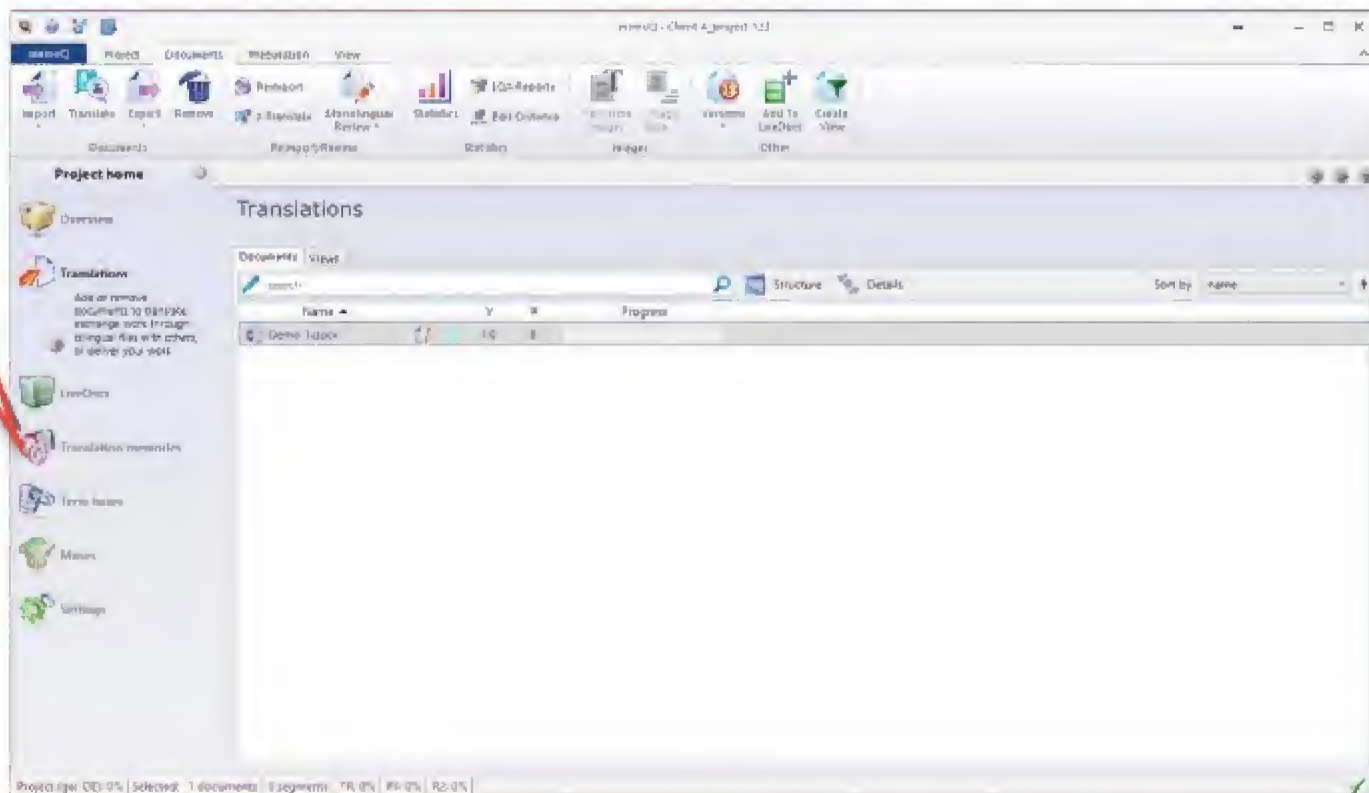
يمكنك من هنا
Translation
مستند للرجوع من
قوائم الآخر مرتين فوق
اسمك من القائمة



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Navigation within the project

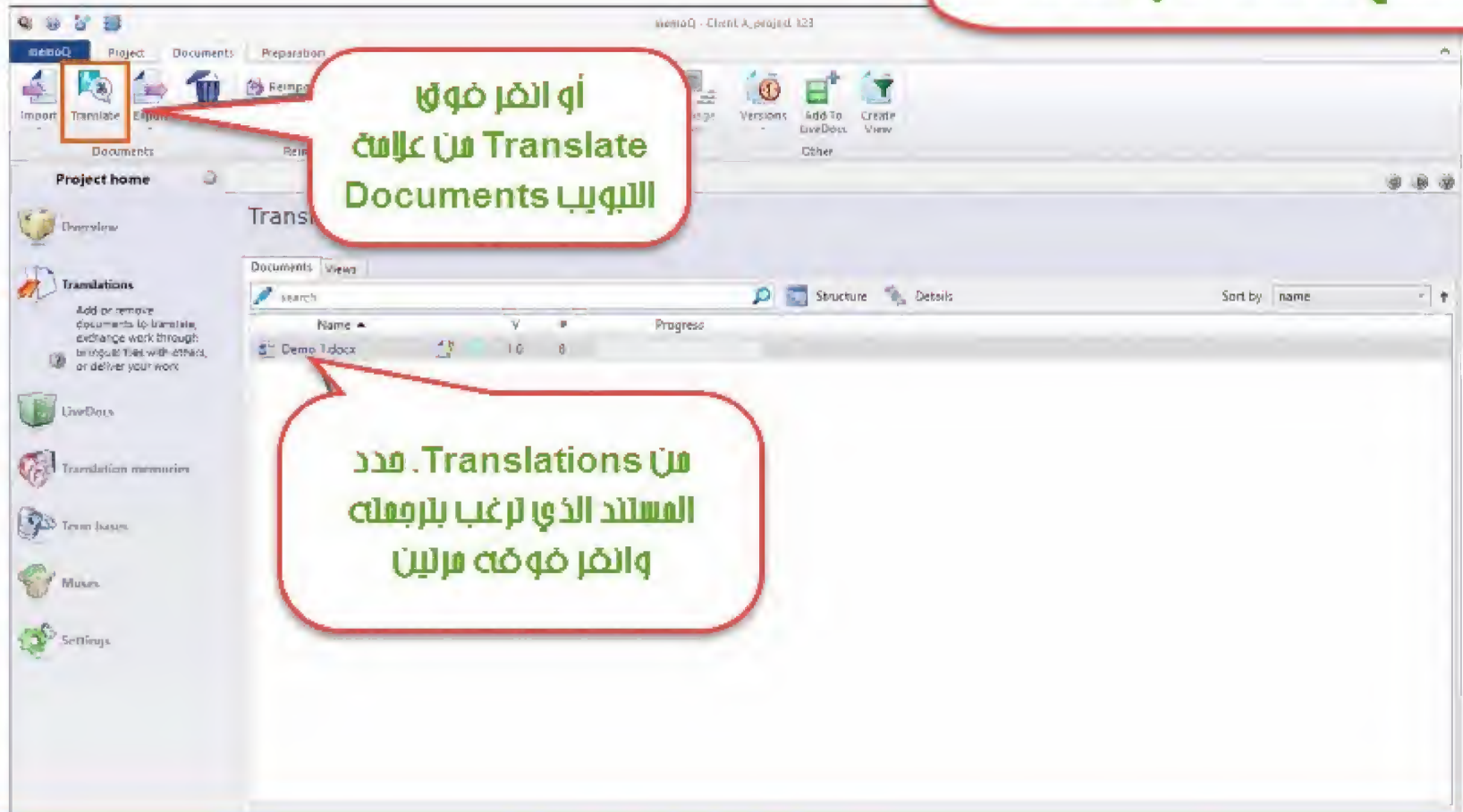
يمكن من
Translation
المذكرات memories
ذاكرة جديدة أو
إلغاء، المرفقة



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Opening a document for translation

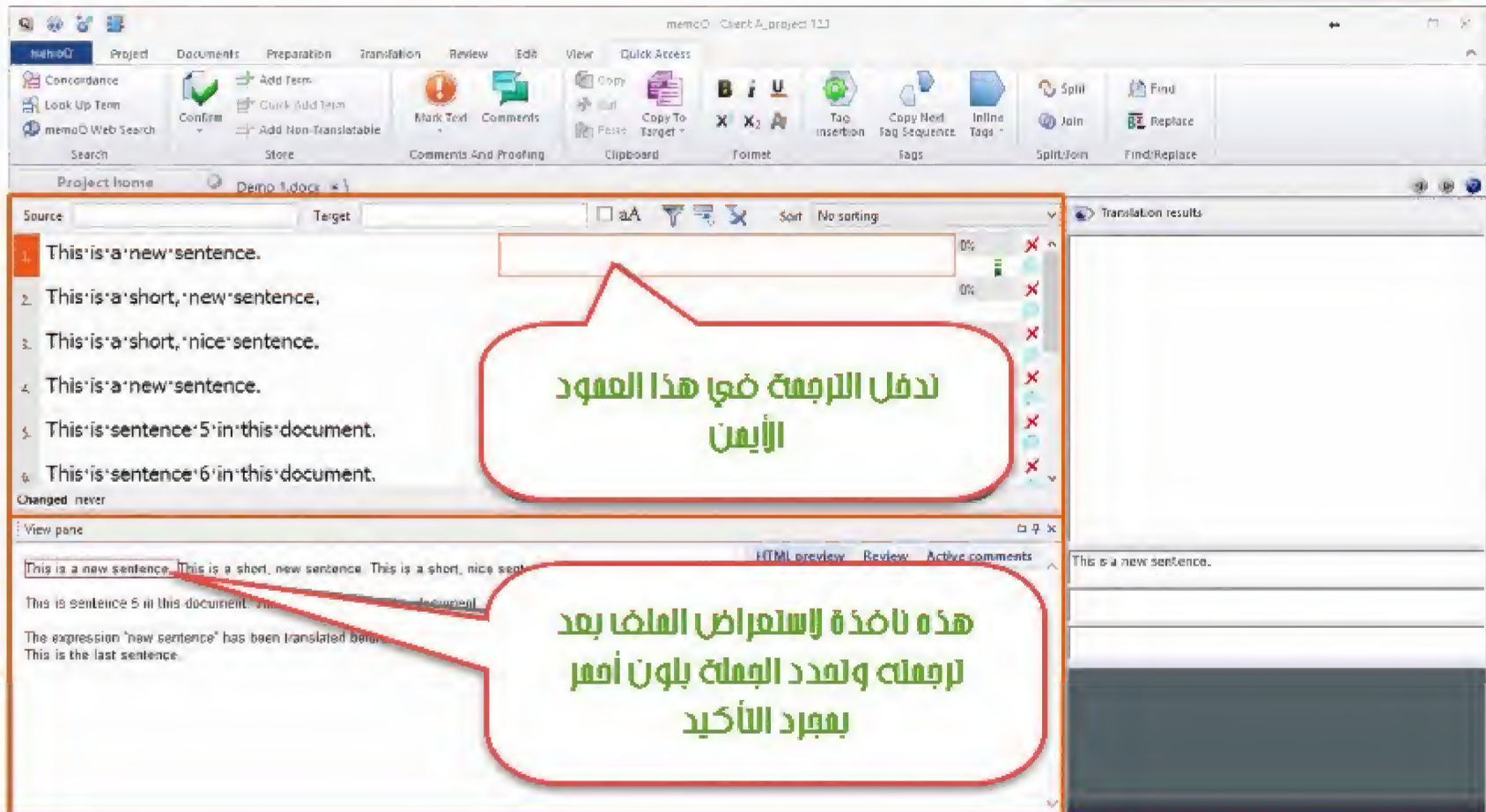
فتح ملف لترجمته



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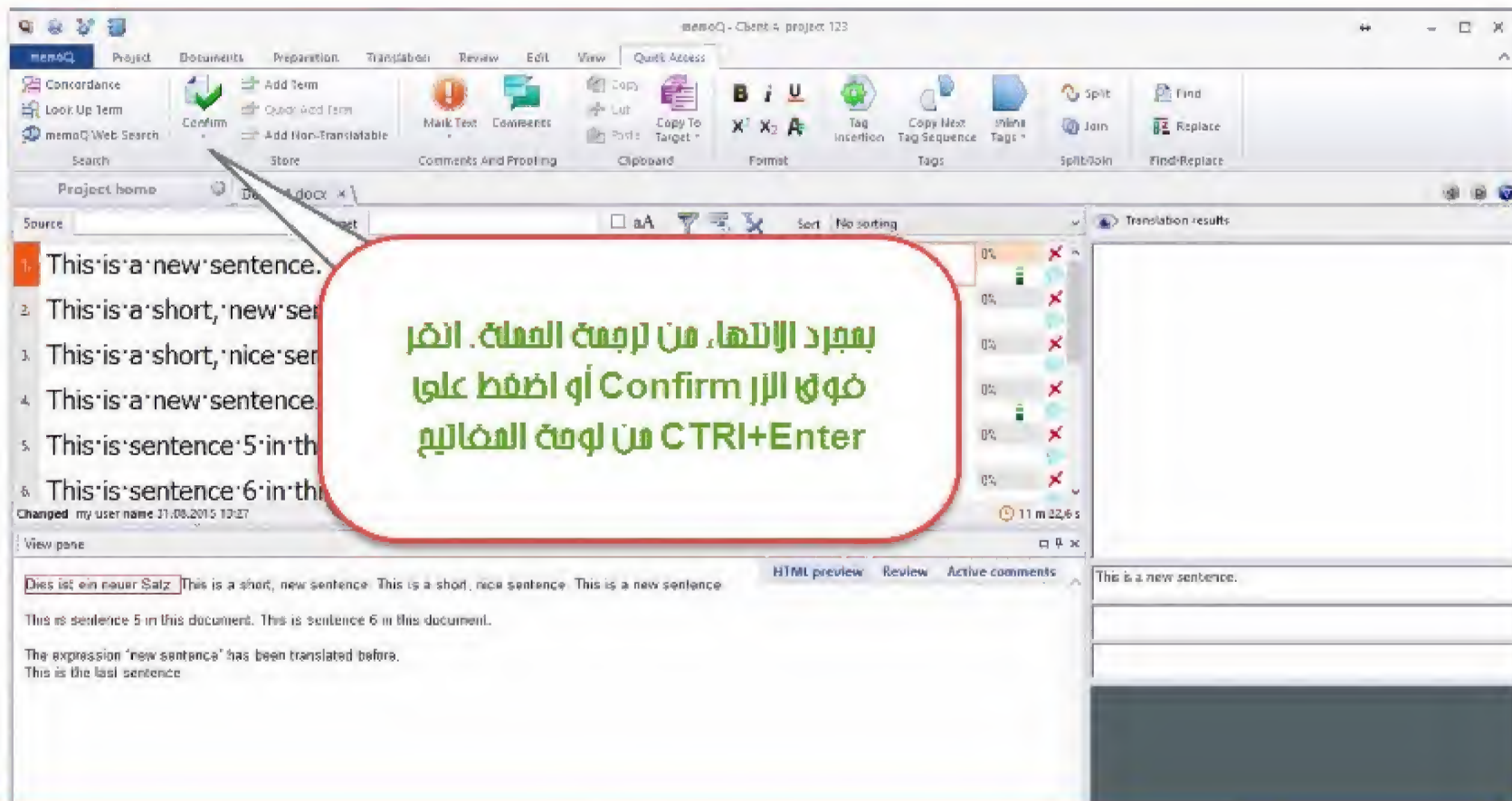
The translation window

ناخذة الترجمة



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Confirming a segment



Translation suggestions

The screenshot shows the memoQ software interface with the following components:

- Toolbar:** Includes buttons for Concordance, Look Up Term, memoQ Web Search, Search, Confirm, Add Term, Quick Add Term, Add Non-Translatable, Mark Text, Comments, Copy, Copy To Target, Copy, Tag Insertion, Copy Next Tag Sequence, Inline Tags, Split, Join, Find, and Replace.
- Project home:** Shows the current project as 'Demo 1.docx'.
- Source/Target:** Displays the source text and the target language (German).
- Translation results:** Shows a list of sentences with their corresponding German translations and a progress bar indicating the percentage of translation (0%, 75%, 100%).
- View pane:** Displays the source text and the target translation. The second sentence, 'This is a short, new sentence.', is highlighted in red, and its German translation, 'Dies ist ein neuer Satz.', is shown below it.
- Callout box:** A red-bordered box containing Arabic text that explains the translation suggestion.

Arabic text in the callout box:

لظهر قائمة النتائج مقدار
المطابقة والنتائج. بينما تظهر
الواحد الثالث أدناه. مقدار
الطابق من ذاكرة الترجمة
ولترجمة الجمل من الذاكرة.
وتظلل الاحتمالات بالالوان. حيث
يشير الأزرق إلى الكلمات الجديدة

memoQ - Forced Migration Review

memoQ Project Documents Preparation Translation Review Edit View Workflow Quick Access

Concordance Look Up Term memoQ Web Search Search

Add Term Quick Add Term Add Non-Translatable Store

Confirm

Mark Text Comments

Copy Cut Paste Copy To Target

B i U x² x₂ A

Tag Insertion Copy Next Tag Sequence Inline Tags

Split Join Split/Join Find Replace Find/Replace

Project home Translation Editor.docx x

Source Target

Sort No sorting

Translation results

1. Translation Editor (1)

2. The translation editor is the main window for translation.

3. Here you will...

4. enter your translations

5. confirm the translations and save them to the translation memory

6. check the translation suggestions from the translation memory

This presentation will show you how to do the

Changed never

View pane

...will

enter your translations

هناك مجموعة من اختصارات لوحة المفاتيح الهامة

لنسخ المصدر إلى مكان اللغة الهدف اضغط **CTRL+Shift+S**
لأكيد الجملة والانتقال إلى الجملة التالية **CTRL+Enter**
للبحث في ذاكرة الترجمة **CTRL+K**
إضافة مصطلح سريع إلى قاعدة المصطلحات فده في المصدر والهدف واضغط **CTRL+Q**

memoQ - Forced Migration Review

memoQ Project Documents Preparation Translation Review Edit View Workflow Quick Access

Concordance

Settings

Text Concordance 0.11 sec

☒ Put selected text in quotes ☐ Case sensitive

☒ Add wildcards to selected text ☐ Numeric equivalence

☐ Search in target ☐ Guess translation

Filter target Limit 128 Total hits 0

☐ Three-column view ☒ Source + target

Source	Target	Meta-information
<p>1. Translation Editor (1)</p> <p>2. The translation editor is the main window for translation.</p> <p>3. Here you will...</p> <p>4. enter your translations</p> <p>5. confirm the translations and save them to memory</p> <p>6. check the translation suggestions from memory</p> <p>7. This presentation will show you how to use the translation editor.</p>		

☒ Close dialog on insert

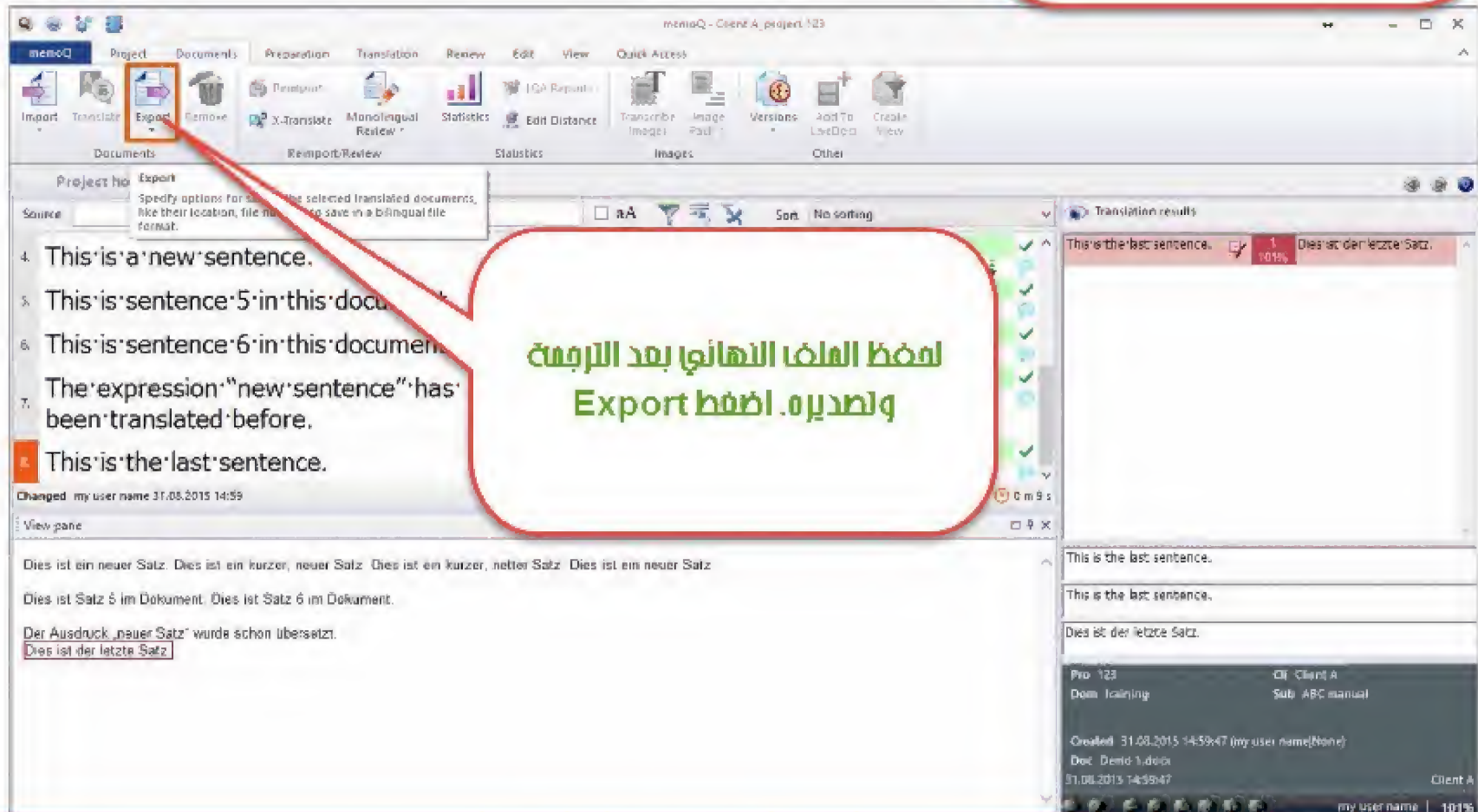
Insert selected Insert Close Help

...will

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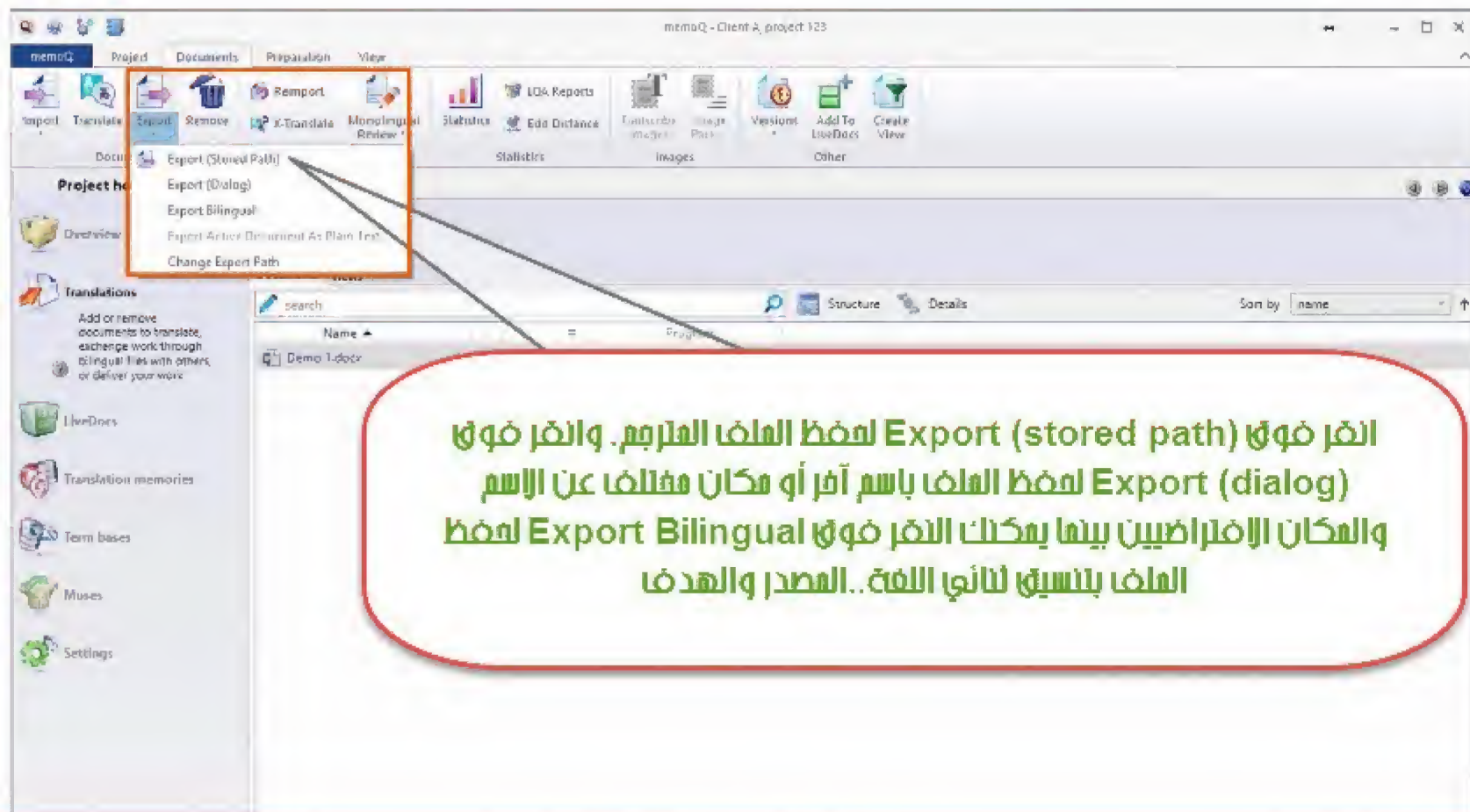
Export the translated document

تصدير المستند المترجم



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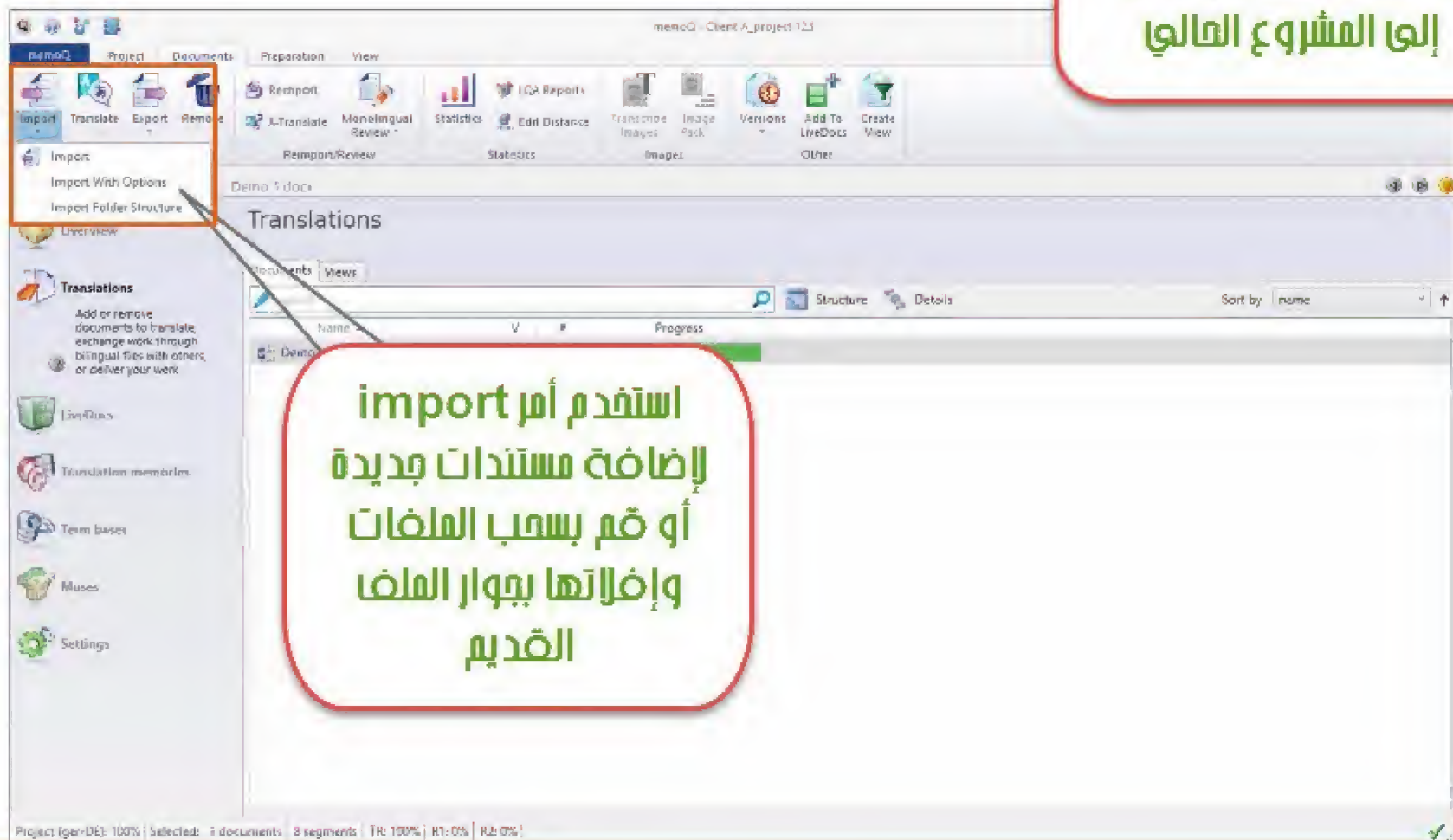
Project home – export documents



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Adding more documents for translation

إضافة مستند أو أكثر
إلى المشروع الحالي



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Running statistics

معرفة عدد الكلمات
الجديدة والمكررة

The screenshot shows the memoQ software interface. The top menu bar includes 'memoQ', 'Project', 'Documents', 'Preparation', and 'View'. The 'Statistics' tool is highlighted in the 'View' menu. Below the menu, the 'Translations' section is active, displaying a table of translation statistics. The table has columns for 'Name', 'V', 'S', and 'Progress'. Two rows are visible: 'Demo 1.docx' and 'Demo 2.docx'. The 'Statistics' tool is also highlighted in the bottom status bar.

Name	V	S	Progress
Demo 1.docx	1.0	8	
Demo 2.docx	1.0	10	

Project (ger-DE): 44% | Selected: 1 documents | 10 segments | TR: 0% | R1: 0% | R2: 0%

لمعرفة عدد الكلمات
الجديدة والمكررة انقر
فوق الزر Statistics

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Running statistics

The screenshot shows the memoQ software interface. The top menu bar includes 'memoQ', 'Project', 'Documents', 'Preparation', and 'View'. The 'Statistics' icon in the 'View' menu is highlighted with a red circle. A red arrow points from this icon to a red-bordered box containing the text 'يمكنك استخدام هذه الطريقة' (You can use this method). Another red arrow points from the 'Statistics' icon to a second red-bordered box containing the text 'أو الطريقة البديل من خلال النقر بزر الماوس الأيمن واختيار Statistics ثم tasks' (Or the alternative method by clicking the right mouse button and selecting Statistics then tasks). The main window displays a 'Translations' table with columns for Name, V, #, and Progress. The table lists two documents: 'Demo 1.docx' and 'Demo 2.docx'. The 'Demo 2.docx' row is selected, and a context menu is open, showing options like 'Open For Translation', 'Import', 'Export', 'Reimport...', and 'Tasks'. The 'Tasks' option is highlighted, and a sub-menu is open, showing 'Statistics', 'Pre-Translate...', and 'Run QA...'. The 'Statistics' option is highlighted in the sub-menu.

يمكنك استخدام هذه الطريقة

أو الطريقة البديل من خلال النقر بزر الماوس الأيمن واختيار Statistics ثم tasks

The statistics dialog

